
TRS-80®

Model 100 Portable Computer

EXECUTIVE CALENDAR

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EXECUTIVE CALENDAR

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FORT WORTH, TEXAS 76102

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INTRODUCTION

The Executive Calendar is designed to help you, the busy executive, manage your time more efficiently. You can quickly plan your daily and weekly schedules. With the Executive Calendar system, you can see your scheduled appointments at a glance. If you wish, you can print a copy of your schedules for distribution. By pressing a few keys, you can display a calendar for any month of any year.

The Executive Calendar also calculates date conversions. You can find the number of days or weekdays between two dates. For example, you can find the number of days you have to work on a specific project. The dates of 17 holidays are programmed into the Executive Calendar system. Using this system, you can find out the day and date of the holidays in any year.

These are just a few of the many time-saving features of the Executive Calendar system. When you begin using the system, you will discover the many ways it can help you to manage your time more efficiently.

Required Equipment

- TRS-80® Model 100 Portable Computer with at least 24K of memory
- AC Power Supply (26-3804) or four AA batteries
- Cassette recorder such as the CCR-81 (26-1208)

Optional Equipment

- Radio Shack parallel printer
- Model 100 printer cable (26-1409)

Before You Begin

The Executive Calendar consists of two programs — Calendars (CALNDR) and Dates (DATES). The Calendars program is used for your daily and weekly schedule information. The Dates program is used to calculate date conversions, find

the dates of holidays, the number of days between dates, and so on. Each of these programs is explained in its own section of the manual. After reading the explanations, you may feel that you are ready to begin using the programs on your own. If, however, you would like some practice before venturing out on your own, examples are included at the back of this manual.

For information on loading and saving the programs, see "Model 100 Applications Quick Reference" included in the package. After you load and save the programs, the program names should appear on the Model 100 Main Menu. The NOTE.DO tape is loaded from within the program. The program prompts you to load the tape at the appropriate time.

To conserve space in the computer memory, it is a good idea to only load the program that you will be working with rather than both programs at the same time. If you are using a 24K machine, you may only load one program at a time. After completing work with the program and saving all data to cassette tape, KILL that program and load the next program.

Note: You cannot exit the programs by pressing **(SHIFT)** **(BREAK)** and then going to the Model 100 Main Menu. You must exit the programs by pressing the function key in the program that calls the Model 100 Main Menu. If you have an error which interrupts your program, type **RUN** **(ENTER)** to return to the program.

CALENDARS

To access the Calendars program, from the Model 100 Main Menu use the arrow keys to move the cursor over the file labeled CALNDR.BA and then press **(ENTER)**. The copyright screen is displayed for a few seconds. The version number indicates how many and what type of revisions have been made to the program. Refer to it when requesting information or help from Radio Shack.

The Calendars program stores the schedule information (up to 50 appointments) in a file called NOTE.DO. If you have not created a NOTE.DO file for use with the Executive Calendar, press **(ESC)**. If you have previously stored a NOTE.DO file on tape, follow the instructions for loading the file from tape. If NOTE.DO is already in RAM, the program displays a calendar of the current month.

The program uses the date and time of the clock maintained by the Model 100. Be sure this date and time are correct. For information on setting the date and time, see your Model 100 Owner's Manual.

Prev — **(F1)**

To display the calendar for the month prior to the one that is on the screen, press **(F1)**. For example, if May 1983 is on the screen, pressing **(F1)** displays the calendar for April 1983.

Next — **(F2)**

To display the calendar for the month after the one that is on the screen, press **(F2)**. For example, if May 1983 is on the screen, pressing **(F2)** displays the calendar for June 1983.

Any — **(F3)**

To display the calendar for any month of any year, press **(F3)**. The bottom line of the screen changes to Date : MM/YYYY. Type the two-digit number representing the month you wish to see. You must then type the slash (/) that appears between the month and year. Next, type the num-

ber of the year you wish to see. When you type the last digit of the year, the function line returns, and the screen shows the calendar for the month and year you requested.

Week — (F4)

The Week (F4) function produces a schedule for any week. First, be sure that the calendar for the month and year you wish is on the screen. Then, using the arrow keys, move the cursor over the date of one of the days in the week you wish to see. Press (F4). The screen clears and a new display is shown representing your weekly schedule.

The dates of the week selected are displayed on the left. The time in each day is divided into 30-minute segments using a 24-hour clock. The program displays the segments from 08:00 to 10:30 when you select the Weekly schedule option. Pressing (↑) or (↓) moves the displayed time segments up or down 30 minutes. Pressing (SHIFT) and (↑) or (↓) moves the displayed time segments 3 hours at a time. Pressing (CTRL) and (↑) displays 00:30 to 03:00. Pressing (CTRL) and (↓) displays 21:30 to 24:00.

The days and dates of the week are shown across the top of the screen. Underneath each day is a . or a *. The periods indicate that the time slot is not filled. The asterisks mean that the time slot has been scheduled.

After viewing the weekly schedule, press (F8) to return to the Calendar menu.

Day — (F5)

The Day (F5) function produces a schedule for any day you select. You may have up to 14 appointments in your daily schedule. First, be sure that the calendar for the month and year you wish is on the screen. Then, using the arrow keys, move the cursor over the date of the day you wish to see. Press (F5). The screen clears and displays the date, time,

duration, and description of the events scheduled for that day.

Use **←** and **→** to move the cursor left or right one item. Pressing **SHIFT** and **←** or **→** moves the cursor all the way left or right. Use **↑** to move the cursor up one entry, and **↓** to move the cursor down one entry. Pressing **SHIFT** and **↑** or **↓** moves the cursor to the top or the bottom of the screen. Pressing **CTRL** and **↑** or **↓** moves the cursor to the first or last entry scheduled for that day.

The following options are available while using the Day function.

Add — **F1 or **F2****

To add an appointment, press **F1** or **F2**. The date is automatically filled in. Using a 24-hour clock, type the time in the HH:MM format. You must type : between the hours and minutes. For example, to enter 4:30 P.M. type 16:30.

The duration (Dur.) is the length of the appointment. Type the duration in the HH:MM format similar to the time. For example, to enter a one-hour appointment, type 01:00.

The appointment description may be up to 21 characters. If you type fewer than 21 characters, press **ENTER** to complete this appointment schedule.

If you turn off the computer at this point, you lose the information entered. You must save the data using WRAM or WTpe explained later.

Edit — **F3 or **F4****

To edit a particular item in a schedule, use the arrow keys to move the cursor over the item you wish to change. Press **F3** or **F4**. The previous information disappears. Type the correct information and press **ENTER** if you are editing the Description column.

If you decide not to edit the item, press **ESC**. The previous contents return. You cannot edit the date of an event. If you accidentally enter an appointment on the wrong date, remove the appointment using the Remove function explained

next. Then add the appointment on the correct date.

Remove — (F5) or (F6)

To remove an event, place the cursor over an item in the line you wish to remove. Press (F5) or (F6). The event is displayed in reverse video. The screen shows `Remove this Entry ?` If this is the event you wish to delete, press (Y). The event is removed. If this is not the event you wish to delete, press (N). The event is displayed normally.

Calendar — (F7) or (F8)

To return to the Calendar menu, press (F7) or (F8).

WRAM — (F6)

The NOTE.DO file may be saved in the computer (RAM) memory for ease of access. To save the NOTE.DO file in RAM, press (F6). If there is no information in the NOTE.DO file, the bottom line displays `There is no data to save to cassette`. The function line then returns to the screen. If there is data to save, the screen shows `Saving NOTE.DO to RAM`. When the information is stored, the function names return.

If you are using a 24K computer, do not save data to RAM if you are near the maximum limit of 50 appointments.

WTpe — (F7)

The Write to Tape function allows you to save the NOTE.DO file on cassette tape. To save the NOTE.DO file on tape, press (F7). The bottom line changes to `Ready cassette`, then press 'ENTER'. Insert the NOTE.DO cassette tape into the cassette recorder. Make sure that the tape is completely rewound. Press the record mechanism on the cassette recorder, and then press (ENTER). The computer displays the `Writing data to tape` message. The tape stops automatically when all information is recorded. Remove the tape and store it in a safe place.

If there is no information in the NOTE.DO file, the bottom line displays There is no data to save to cassette. The function line then returns to the screen.

If you save your NOTE.DO file on cassette tape, be sure that NOTE.DO is not also in the computer (RAM) memory. The program first looks for the NOTE.DO file in RAM. The NOTE.DO file in RAM is used even if it is not the most current. You may delete a NOTE.DO file from RAM by going to BASIC and typing **KILL "NOTE.DO"** (**ENTER**). Be sure to save the current file before killing a NOTE.DO.

Menu — (**F8**)

To return to the Model 100 Main Menu, press (**F8**).

(**SHIFT**) (**PRINT**)

To print the calendar displayed, press (**SHIFT**) (**PRINT**). The bottom line changes to Ready Printer, then Press 'ENTER'. Be sure the printer is properly connected, turned on, and on-line. Press (**ENTER**) and the calendar displayed is printed.

If you do not wish to print the calendar displayed after pressing (**SHIFT**) (**PRINT**), press (**ESC**) and the function line returns.

To print a daily schedule, display the schedule for the day you need. Then print the schedule in the same manner as you print the calendar.

To print a weekly schedule, display the schedule for the week you need. Then print the schedule in the same manner as you print the calendar.

If your printer is connected and on-line and you press (**PRINT**) without first pressing (**SHIFT**), the displayed screen is printed. If your printer is not connected and you press (**PRINT**), the program freezes. You must connect the printer or press (**SHIFT**) (**BREAK**) and then type **RUN** to get the program back.

Note: If you press **(SHIFT)** **(BREAK)** and have not saved any new data you entered, all of the unsaved data is lost.

DATES

To access the DATES program, use the arrow keys to move the cursor over the file labeled DATES.BA and then press **(ENTER)**. The copyright screen is displayed for a few seconds. The version number indicates how many and what type of revisions have been made to the program. Refer to it when requesting information or help from Radio Shack.

The following Dates Menu screen then appears:

```
TRS-80 MODEL 100 DATES
  1. Conversions
  2. Holidays
  3. Weekdays
  8. Menu

-----
      Press Function Keys
-----
```

Conversions — **(F1)**

In 46 B.C. the Julian calendar was introduced in Rome. It had a 12-month year of 365 days with each fourth year having 366 days. To correct for extra days added in this calendar, Pope Gregory revised the calendar in 1582 A.D. The Gregorian calendar suppressed 11 days after the year 1700. After then, only those centesimal years divisible by 400 are leap years.

Also in 1582 A.D. French chronologist Joseph Scaliger introduced the Julian Period. The Julian Period is a method of denoting precise time intervals. Days in the Julian Period are numbered consecutively from 4713 B.C. to avoid the confusion of using B.C. and A.D. dates.

The Conversions section of the Dates program allows you to convert Gregorian dates to Julian days or vice versa. If you enter a day of the year, the program displays the date in both Gregorian and Julian form. The conversions in this program are accurate from 1582 A.D. and beyond.

To access the Conversions section of the Dates program, press **(F1)**.

Gregorian — (F1) or (F2)

To convert a Gregorian date to Julian days, press either **(F1)** or **(F2)**. The screen shows:

Date : MM/DD/YYYY

Type the two-digit number representing the month you wish to convert. Press **(/)**. Type the number of the day you wish to convert. You must type a zero as the first digit if you have a one-digit number. Press **(/)**. Type the number of the year you are converting and press **(ENTER)**.

The screen displays the Gregorian day and date you entered and shows that date in Julian days. The screen also shows the day of the year of the Gregorian date and the number of days remaining in that year.

Julian — (F3) or (F4)

To convert Julian days to a Gregorian date, press either **(F3)** or **(F4)**. The screen shows:

Date :

Enter the number of Julian days. The screen shows the Gregorian day and date, and the number of Julian days you entered. The screen also shows the day of the year of the Gregorian date and the number of days remaining in that year.

Day of Yr — (F5) or (F6)

To convert the day of the year to the Gregorian day and date and number of Julian days, press **(F5)** or **(F6)**. The screen shows:

Date : DDD/YYYY

Type the number of the day you wish to convert. If you have a one- or two-digit number, you must enter the leading zeros. Press **[]**. Type the year you are converting and press **[ENTER]**. The screen shows the Gregorian day and date and the number of Julian days. The day of the year you entered is also displayed along with the number of days remaining in that year.

Date Menu — **[F7] or **[F8]****

To return to the Dates program menu, press **[F7]** or **[F8]**.

Holidays — **[F2]**

The Holidays section of the Dates program computes the dates of 17 holidays in any year. The holidays chosen do not occur on a regular date such as Christmas or Valentine's Day. The holidays computed are:

Presidents' Day	Mother's Day
Memorial Day	Father's Day
Labor Day	Columbus Day
Election Day	Thanksgiving
Ash Wednesday	First Sunday in Lent
Passion Sunday	Palm Sunday
Good Friday	Easter
Ascension Day	Pentecost
Trinity Sunday	

To access the Holidays section of the Dates program, press **[F2]**.

This Year — **[F1] or **[F2]****

This function displays the date, in the current year, of the holiday you select.

Use the arrow keys to move the cursor over the name of the holiday you wish to see or over List All if you wish to display all 17 holidays. Press either **[F1]** or **[F2]**. The screen shows the name of the holiday, and the day and date of that holiday in the current year. After viewing the screen, press **[ENTER]** to return to the Holidays menu.

If you choose to List the dates of All of the holidays, you must press **(ENTER)** between each displayed date. If you do not wish to List All of the holidays, press **(ESC)** to return to the Holidays menu.

Any Year — (F3) or (F4)

This function displays the date, in any year, of the holiday you select.

Use the arrow keys to move the cursor over the name of the holiday you wish to see or over List All if you wish to display all 17 holidays. Press either **(F3)** or **(F4)**. The bottom line of the screen changes to Which Year : YYYY. Type the number of the year in which you want the date of the holiday displayed.

The screen shows the name of the holiday, and the day and date of that holiday. After viewing the screen, press **(ENTER)** to return to the Holiday menu.

If you select to List All of the holidays, you must press **(ENTER)** between each displayed date. If you do not wish to List All of the holidays, press **(ESC)** to return to the Holidays menu.

Find — (F5) or (F6)

This function finds when the holiday you specify falls on a given date.

Use the arrow keys to move the cursor over the holiday you wish to find. You cannot find all of the holidays at one time with the List All feature. Press either **(F5)** or **(F6)**. The screen shows the name of the holiday you selected and asks for the starting date in the MM/DD/YYYY format. You must type the slashes (/) shown in the format. After you enter the starting date, the screen shows the first occurrence of the holiday on the day specified. The computer searches up to 200 years from the starting year to find a match for the date.

For example, suppose you want to know when Easter falls on April 24 using 1980 as the starting year. Enter 04/24/1980. The computer searches through the years until it finds a match in 2011. After viewing the screen, press **(ENTER)** to re-

turn to the Holidays menu.

Date Menu — (F7) or (F8)

To return to the Dates program menu, press (F7) or (F8).

Weekdays — (F3)

The Weekdays section allows you to calculate:

- the number of days or weekdays between two dates
- the number of times a given day of the week falls between two dates
- the date of the nth occurrence of a day of the week given the month and year
- the year given the day
- the date given the day

To access the Weekdays section of the Dates program, press (F3).

Days between — (F1)

To calculate the number of days between two dates, press (F1). The screen shows:

```
# of Days between two dates
Start Date : MM/DD/YYYY
```

Enter the date to use to begin calculations in the MM/DD/YYYY format. You must type the slashes (/) shown in the format. The computer then prompts you to enter the ending date. After you enter the ending date in the MM/DD/YYYY format, the total number of days between the two dates is displayed. The total number of days includes the ending date but does not include the starting date. After viewing the screen, press (ENTER) to return to the Weekdays menu.

Wkdays between — (F2)

To calculate the number of weekdays between two dates rather than the total number of days between two dates, press (F2). The screen shows:

of Days between two dates
Start Date : MM/DD/YYYY

Enter the date to use to begin calculations in the MM/DD/YYYY format. You must type the slashes (/) shown in the format. The computer then prompts you to enter the ending date. After you enter the ending date in the MM/DD/YYYY format, the number of weekdays between the two dates is displayed. The number of weekdays includes the starting and ending dates and any holidays that fall between. After viewing the screen, press **(ENTER)** to return to the Weekdays menu.

of times — **(F3)**

To calculate the number of times a given day of the week falls between two dates, press **(F3)**. The screen shows:

of times Given day occurs
Which Day (1-7) :

The days of the week are numbered from 1 through 7 with Sunday as the first day. Enter the number representing the day you wish to find.

The computer then prompts you to enter the starting date. Enter the date in the MM/DD/YYYY format. You must type the slashes (/) shown in the format. You are then prompted to enter the ending date. After you enter the ending date in the MM/DD/YYYY format, the screen shows the total number of times the day specified occurs between the two dates. After viewing the screen, press **(ENTER)** to return to the Weekdays menu.

Nth Occurrence — **(F4)**

To find the date of the nth occurrence of a day of the week in a given month and year, press **(F4)**. The screen shows:

Nth Occurrence of Day in month
Which Day (1-7) :

As in the # of times function, the days of the week are numbered from 1 through 7 with Sunday as the first day. Enter the number corresponding to the day of the week you wish to find.

The computer then prompts you for the month and year you wish to use. After you enter the month and year in the MM/YYYY format, the computer asks you to specify which occurrence you want. For example, to find the third Sunday, you enter a 3. The screen then displays the date of that occurrence. After viewing the screen, press **(ENTER)** to return to the Weekdays menu.

Year given Day — (F5)

To calculate the years in which a specific day of the week falls on a given date, press **(F5)**. The screen shows:

```
Given Date occurs on given day
Which Day (1-7) :
```

The days of the week are numbered from 1 through 7 with Sunday as the first day. Enter the number corresponding to the day of the week you wish to find.

The computer then prompts you to enter a starting date. Enter the date in the MM/DD/YYYY format. The screen then displays the years in which the day specified occurs on the date specified. The program searches through 200 years and displays up to 12 year numbers. After viewing the screen, press **(ENTER)** to return to the Weekdays menu.

Date given Day — (F6)

The Date given day function calculates the nine dates that a specific day of the week falls on after a given starting date. Press **(F6)**. The screen shows:

```
Dates of given day of the week
Which Day (1-7) :
```

The days of the week are numbered from 1 through 7 with Sunday as the first day. Enter the number corresponding to the day of the week you wish to find.

The computer then prompts you to enter a starting date. Enter the date in the MM/DD/YYYY format. You must type the slashes (/) shown in the format. The screen then displays the nine dates in which the specified day occurs after that date. After viewing the screen, press **(ENTER)** to return to the

Weekdays menu.

Date Menu — (F8)

To return to the Dates program menu, press **(F8)**.

Menu — (F8)

To return to the Model 100 Main Menu, press **(F8)**.

EXAMPLES

The following examples show you the fundamentals of the Executive Calendar system. Once you have a basic understanding of the program, it will be much easier to enter your own data.

Entering a Daily Schedule

Load and save the Calendars program according to the instructions in your "Model 100 Applications Quick Reference." At the Model 100 Main Menu, use the arrow keys to move the cursor over CALNDR.BA, and then press **(ENTER)**. The calendar for the current month appears. Press **(F3)** to display a different month. When the Date : MM/YYYY prompt appears, type **05/1983** to bring the calendar for May 1983 to the screen.

T. H. Kelly has the following schedule for May 31, 1983.

8 a.m. — yearly physical

10 a.m. — executive meeting 10th floor conference room

noon — lunch with Sylvia

3:30 p.m. — interview with Randy Green

4:00 p.m. — meeting with P. R. Adman

7:30 p.m. — racketball with Bif

The following instructions explain how to enter the daily schedule.

Using the arrow keys, move the cursor over the 31. Press **(F5)**

to enter a daily schedule. You wish to add the appointments so press **(F1)**. The date is automatically filled in. The first appointment is at 8 a.m. Type **08:00**. The cursor moves to the duration column. Type **01:00** to indicate a one-hour appointment. For the Description, enter **Yearly Physical**.

To add the second appointment, press **(F1)**. The first appointment disappears but don't worry, it will come back. Type **10:00**. The cursor moves to the duration column. Type **01:30** to indicate an hour and a half appointment. For the Description, enter **Meeting 10th floor**. Two appointments are now on the screen.

The next appointment is at noon. Press **(F1)** and then type **12:00**. The luncheon will last for an hour and a half. Type **01:30**. For the Description, enter **Lunch with Sylvia**.

The Calendars program uses a 24-hour clock. To enter the interview with Randy Green you will need to do a few computations. The interview is to be at 3:30 p.m. To convert this to 24-hour time, add the number of hours past noon to the number 12. Thus 3:30 p.m. becomes 15:30 on the 24-hour clock.

Press **(F1)** and then type **15:30**. The interview will last approximately 30 minutes. Type **00:30**. For the Description, enter **Interview Randy Green**.

The 4 p.m. appointment converted to 24-hour time is 16:00. Press **(F1)** and then type **16:00**. The meeting will last one hour. Type **01:00** for the duration. For the Description, enter **Meeting P. R. Adman**.

The last appointment is the racketball date at 7:30 p.m. Press **(F1)** and then type **19:30**. They will probably play racketball for a couple of hours. For the duration, type **02:00**. For the Description, enter **Racketball with Bif**.

To print a copy of the schedule for May 31, press **(SHIFT) (PRINT)**. The message **Ready Printer**, then press **'ENTER'** appears. Be sure your printer is properly connected and then press **(ENTER)**. Your schedule should look like the following. If it does not, turn the computer off and then back

on and begin again following the instructions exactly.

Daily Schedule for 05/31

Time	Dura.	Description
08:00	01:00	Yearly Physical
10:00	01:30	Meeting 10th floor
12:00	01:30	Lunch with Sylvia
15:30	00:30	Interview Randy Green
16:00	01:00	Meeting P. R. Adman
19:30	02:00	Racketball with Bif

If you turn off your computer at this point, you will lose all of the information you just entered. You must save the data to tape or to the computer (RAM) memory. Press **(F8)** to return to the May 1983 calendar. Press **(F7)** to write to tape. You are prompted to Ready Data Cassette, then press 'ENTER'. Be sure the tape is fully rewound. Turn on the record mechanism on the cassette recorder and then press **(ENTER)**. When recording is complete, the function line returns.

To save the data to RAM, at the May 1983 calendar press **(F6)**. The prompt Saving NOTE.DO to RAM appears. When the process is complete, the function line returns.

If you are using a 24K machine or do not save the data to RAM, you must delete the NOTE.DO file from the memory. To delete the NOTE.DO file, go to Model 100 BASIC and type **KILL "NOTE.DO" (ENTER)**.

The next section of Examples uses the DATES program. It is a good idea to delete the Calendars program at this point since it will not be used again in the Examples. To delete the Calendars program, go to Model 100 BASIC and type **KILL "CALNDR.BA" (ENTER)**.

Finding the Number of Weekdays Between Two Dates

T. H. has been handed an important project that is due on July 27, 1983. Today is June 2, 1983. He needs to know how many weekdays he has to work on the project.

Load and save the Dates program according to the instructions in the "Model 100 Applications Quick Reference." From the Model 100 Main Menu, use the arrow keys to move the cursor over DATES.BA, and then press **(ENTER)**.

The Dates program menu appears. Press **(F3)** to access the Weekdays section of the program. You wish to find the number of weekdays between two dates. Press **(F2)**. The screen prompts you to enter the starting date in the MM/DD/YYYY format. T. H. needs to know the number of days starting today. To enter June 2, 1983, type **06/02/1983 (ENTER)**.

You are then prompted to enter the ending date in the MM/DD/YYYY format. The project is due on July 27, 1983. Type **07/27/1983 (ENTER)**. The program calculates that T. H. has 40 Weekdays to complete the project.

To return to the Weekdays menu, press **(ENTER)**. To return to the Date Menu, press **(F8)**.

Finding the Date of a Holiday

T. H. Kelly needs to send notices to all clients stating that the office will be closed on Labor Day. To quickly find the exact date to enter on the memo, press **(F2)** at the Dates Menu. The Holidays menu appears.

Use **(↓)** to move the cursor over Labor. For this example, we are using the year 1983. Press **(F3)** to enter the year to find. When the Which Year prompt appears, type **1983**. The program finds that Labor Day is on September 5th in 1983.

To return to the Holidays menu, press **(ENTER)**. Press **(F8)** to return to the Dates menu.

You have now completed the Executive Calendar examples. The examples have shown just a few of the applications of the Executive Calendar programs. Following the instructions in the program descriptions, you can easily personalize the system for your own needs.

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